Academic Affairs and Program Committee Agenda
November 18, 1999
8:30 – 9:30 a.m.
Student Union Building, Room 143
Lewis Clark State College
Lewiston, Idaho

PAGE

ACADEMIC AFFAIRS AND PROGRAM COMMITTEE
November 18, 1999
EXECUTIVE SUMMARY AND ATTACHMENTS

1. Minutes of the Academic Affairs & Program Committee Meeting: October 21, 1999

COMMITTEE ACTION:

To agree by consensus to approve the minutes of the Academic Affairs and Program Committee meeting held on October 21, 1999 as written (Item 1, attached).

ACADEMIC AFFAIRS AND PROGRAM COMMITTEE
Unapproved Minutes
College of Southern Idaho / Taylor Building, Room 256 / Twin Falls, Idaho
October 21, 1999

PRESENT: Marilyn Howard, Chair, SBOE   Jerry Beck, CSI
            Tom Dillon, SBOE   Alan Egger, ISU (for Jonathan Lawson)
            Karen McGee, SBOE   Daryl Jones, BSU
            Brian Pitcher, UI   Bob West, SDE
            Luke Robins, EITC   Robin Dodson, OSBE
            Rita Morris, LCSC   Nancy Szofran, OSBE
            DeVere Burton, SDVE   Lynn Humphrey, OSBE

EXCUSED: Jerry Gee, NIC

1. **Minutes of the Academic Affairs & Program Committee Meeting:** September 23, 1999

    ACTION: It was agreed by consensus to approve the minutes of the Academic Affairs and Program
                Committee meeting held on September 23, 1999 as written.

2. **Minutes of the Higher Education Research Council Meeting:** June 1, 1999

    ACTION: It was agreed by consensus to accept the minutes of the Higher Education Research
                Council Meeting held on June 1, 1999 as written.

3. **HERC Policy Change:**

    At its October meeting, the Higher Education Research Council (HERC) discussed the anticipated
    appointment by the Governor of a Statewide Science and Technology Advisor. HERC recommends that
    the Statewide Science and Technology Advisor, once appointed, serve on the HERC.

    Current Board policy sets the HERC membership at eight: one representative from each of the four-year
    institutions and four (4) non-institution representatives. The policy (Section III, Subsection W, Item 4)
    would be revised as follows.

    State Research Council.
    In order to advise the Idaho State Board of Education on the implementation of the above strategies, an Idaho Higher
    Education Research Council, which reports to the Board through the Academic Affairs and Program Committee, shall be
    appointed by the Board. The assigned responsibilities of the Higher Education Research Council will include the following:
    (1) determine and distribute to all interested parties the guidelines for submission of proposals under the competitive
         programs.
    (2) organize the review procedures for proposals submitted under the guidelines mandated and recommend to the Board which
         of these proposals should be funded.
    (3) recommend ways in which cooperative inter-institutional graduate and research programs can be encouraged, developed,
         and sustained.
    (4) monitor the productivity of each funded project to warrant continued funding and to provide accountability.

The membership of this Council shall consist of representatives from each of the state's universities and the four-year college,; and representatives of the public committed to research, **and the Statewide Science and Technology Advisor as appointed by the Governor.** The Council membership shall be as follows: University of Idaho - one (1); Idaho State University - one (1); Boise State University - one (1); Lewis-Clark State College - one (1); and non-institutional - four (4); **Statewide Science and Technology Advisor – one (1).** The State Board of Education shall make each appointment **appoint the four college and university representatives and the four non-institutional representatives. The Governor's Statewide Science and Technology Advisor shall serve as an ex officio member with voting privileges.** The chairman of the committee will be elected by the Council annually. Term lengths for the non-institutional members are three years.

Ms. Karen McGee mentioned that she has spoken with the Governor's office and his staff and they have indicated that the Governor plans to name an advisor in the near future.

ACTION: It was agreed by consensus to recommend to the full board approval for first reading the change to the Higher Education Research Council Policy, Section III.W.4 as indicated above.

4. **New Program – Notice of Intent, Master of Engineering, Boise State University**

Dr. Daryl Jones reported that the Master of Engineering degree, if approved, would begin in the fall of 2000. It was developed with input from over 50 industry representatives and was endorsed unanimously by the Boise State University Engineering Advisory Board, the Statewide Engineering Education Advisory Council (SEEAC) and the Council on Academic Affairs and Programs. The degree is structured so that it would allow students to meet degree requirements by taking courses at other institutions such as Idaho State University or the University of Idaho. The degree is consistent with Boise State University's primary emphasis in engineering and will expand the range of engineering education offerings in the Treasure Valley. The degree is supported by ISU and UI and includes collaboration among the three institutions, including common course numbers and collaborative research efforts among engineering faculty.

Ms. McGee added that she had attended the October 7, 1999 SEEAC meeting where this new degree program was presented. She was very impressed and wholeheartedly supports the new degree. Dr. Brian Pitcher mentioned that this program would be developed according to the Statewide Strategic Plan for Engineering and would help meet the engineering education needs of the state.

ACTION: It was agreed by consensus to forward the notice of intent to establish a Master of Engineering program at Boise State University to the full board for its consideration with a recommendation to accept the notice of intent and instruct BSU to develop a full proposal.

5. **Appointment to the University of Utah School of Medicine Admission Committee**

Dr. Robin Dodson explained that the role of the two Idaho physicians who serve on the University of Utah School of Medicine Admission Committee is to review the applicants from Idaho for admission into the School of Medicine. The committee recommends to the School of Medicine the acceptance of those Idaho applicants that it deems most qualified. In order to enhance Idaho representation on the admission committee, staff recommended the addition of two more Idaho physicians (from 2 to 4) to serve on the University of Utah School of Medicine Admission Committee for a period of three years.

The following Idaho physicians have been nominated and expressed a willingness to be appointed to the University of Utah School of Medicine Admission Committee: Dr. Randy Burr from Boise, Dr. Steven Austin from Idaho Falls and Dr. Robert Becksted from Pocatello. They are all new appointees who would serve from October 1999 – October 2002. In addition, current member Dr. A.C. Emery from Twin Falls has also agreed to serve on the committee if re-appointed for a term of October 1999 – 2002.

Dr. Thomas E. Dillon sought clarification about the admission process and the role of the Idaho physicians. Dr. Dodson responded that the Idaho physicians interview and rank Idaho applicants. They make a recommendation to the UUSM about which Idaho students to accept. It was noted that accreditation standards require that an institution have exclusive control over its admission standards so it is unlikely that Idaho could require Utah to accept the Idaho students it recommends. However, in the last 20 years the Idaho Admission Committee's recommendation has been approved by the UUSM without exception.
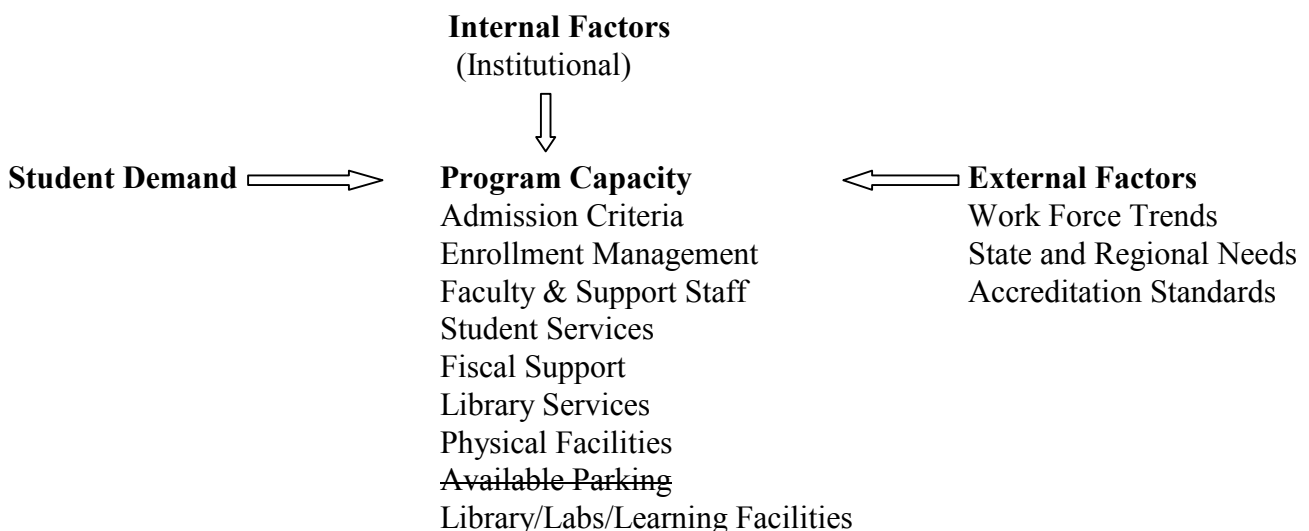
> **ACTION:** It was agreed by consensus to forward the names of the four individuals listed above to the State Board of Education for their consideration and action with a recommendation to appoint them to the University of Utah School of Medicine Admission Committee.

6. **Program Capacity**

Since November 1998, the topic of defining capacity has been discussed at several AAPC and CAAP meetings. Much of the discussion has focused on a broad definition of "program capacity" rather than looking at capacity in specific disciplines. The complexity of the issue has hampered the academic officers' efforts to develop a standard definition of program capacity.

At the September 23-24, 1999 meeting of the Board, Mr. Jerry Hess suggested that the academic officers take a more narrow approach to defining program capacity. In addition, a possible relationship between professional program review and program capacity by discipline was explored.

For discussion purposes the following diagram was developed to assist in understanding the complexity of the issues related to program capacity, but was not intended to define capacity. It was also pointed out that capacity in each of these areas could be shaped in any way the Board wished to see it.

<div align="center">

Internal Factors
(Institutional)

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Student Demand ⟹ **Program Capacity** ⟸ **External Factors**

Program Capacity	External Factors
Admission Criteria	Work Force Trends
Enrollment Management	State and Regional Needs
Faculty & Support Staff	Accreditation Standards
Student Services	
Fiscal Support	
Library Services	
Physical Facilities	
~~Available Parking~~	
Library/Labs/Learning Facilities	

Dr. Marilyn Howard wished to remove the category "available parking" since it really is a part of the broader category of physical facilities. In addition, Dr. Alan Egger pointed out that the Northwest Association of Schools and Colleges uses the term "Library/Labs/Learning Facilities" and it was also added to the list. The question of how technology and program delivery fits into the diagram was discussed and it was agreed that it is embedded in many of the factors already listed. There was also a brief discussion of student demand and workforce needs and how they shift capacity. Current built-in funding incentives that were discussed at the September meeting were raised and mentioned briefly.

Dr. Pitcher asked what the Board's objective is with this issue. Dr. Dillon was uncertain but mentioned that the topic was first raised in the context of available capacity in engineering programs.

It is CAAP's recommendation that in conjunction with the ongoing professional program review, the academic officers consider the factors outlined above to determine capacity for each of the four disciplines currently under review: *Teacher Education, Legal Education, Health Professions, and Engineering and Related Technologies*.

7. Program Review Update

At the State Board of Education's direction, the Presidents' Council and the Council on Academic Affairs and Programs (CAAP) have been working cooperatively on the charge to review professional programs. Initially, it was planned to have an inventory analysis completed by September with a strategic plan to the Board by October 1999. As the inventory data was being reviewed it became apparent that institutional reporting mechanisms were not standardized across the system. Hence, the current inventory data is seriously flawed for the purpose of completing the program review. The first step in acquiring accurate data will be to hold a statewide meeting of institutional research officers for the purpose of standardizing the reporting of program (i.e., major degree) offerings. That meeting is scheduled for November 9, 1999.

The Presidents' Council and CAAP are aware of the problems and have agreed to delay the strategic plan until accurate program data and analysis of statewide needs can be obtained. By the November 1999 Board meeting, the reporting issues should be resolved and accurate program inventories should be underway and/or complete.

8. Delegation of Authority/Program Approval

Dr. Robin Dodson explained that the Program Approval and Discontinuance Policy (Section III, Subsection G) was modified by the State Board of Education in June 1999. Those modifications included quarterly program reports to the Board and clarification on what the Board could delegate to its Executive Director. At the September 24, 1999 meeting, the Board discussed delegating additional program (i.e., degree) approval authority to the Executive Director in order to streamline and speed up the process.

Of special interest is the relationship between technical programs (A.A.S.) and academic associate degrees (A.A. and A.S.). Presently, when an institution wishes to provide students with the option of choosing to take additional general education course work so that they may earn an A.A.S. as well as an A.S. or A.A., it technically presents a new degree program request, thus requiring Board approval.

The Board instructed its Chief Academic Officer and Deputy Attorney General to review the relevant section of the Idaho Code and report back in October on the various options available. They found that Idaho Code 33-107(7) does not prevent the State Board of Education from delegating more authority to its Executive Director in the matter of new program (degree) approval. However, the executive director is reluctant at this point to exercises additional authority beyond what he has now. Mr. Harold W. Davis has asked Dr. Fitch to outline his concerns about extending authority.

Dr. Dillon suggested that if the Executive Director is uncomfortable with approving new programs the policy should be modified to delegate authority to the Chief Academic Officer to approve certificates and new majors with a quarterly report to the Board. The authority to approve new degrees will remain with the Board. This will ensure that certificates and new majors will be approved in a timely manner thus allowing the institutions to be responsive to industry and student demand.

9. **Idaho Virtual University Consortium**

Dr. Nancy Szofran reported that Micron Internet Services (MIS) has been asked to provide information relating to the hosting as well as the programming necessary to link multiple disparate systems with a sophisticated, attractive and user-friendly front end. Steve Maloney, MIS, Inc is studying the feasibility. To date some representative URLs have been sent to MIS to determine the feasibility of pulling the URLs together into a consolidated distance learning site for the state of Idaho. The contract that the State Board of Education has with Micron Internet Services for the Western Governors University can be used as a basis for this work for the Idaho Virtual University Consortium distance learning site.

There are over 200 distance learning courses and almost 50 internet-based courses to be pulled together to date for the consolidated web site. In response to a question about IPTV's role, Dr. Szofran agreed to contact Gens Johnson about using Micron Internet Services for the catalog of distance education courses.

Long-term planning is continuing and Nancy has made visits to several Idaho campuses where she has been met with enthusiasm about participating in the Virtual University Consortium. She has also asked a consultant to speak to Presidents' Council in November about a cost-value analysis.

Dr. Szofran will report to the Board in November and at that time should have a timeline developed.

10. **Summary of Postsecondary Program Changes**

Board staff reported to AAPC and the Board those significant postsecondary program changes that were approved by the Executive Director from July 1 – September 1, 1999. The changes were exhibited in Items 10A and 10B on pages 21 and 22 of the agenda. The exhibit did not include minor catalog/curricular items such as course titles or prerequisites.

11. **October 7, 1999 Statewide Engineering Education Advisory Council Meeting**

Mr. Harold W. Davis reported on the Statewide Engineering Education Advisory Council meeting held on October during Committee Reports.

The meeting was adjourned at 1:50 p.m.

2. Minutes of the Council on Academic Affairs Meeting: August 10, 1999

COMMITTEE ACTION:

To agree by consensus to accept the minutes of the Council on Academic Affairs and Programs Meeting held on August 10, 1999 as written (Item 2, Page).

Council on Academic Affairs and Programs
Approved Minutes
June 16, 1999 / 9:30 a.m. - 12:00
Library Conference Room, LCSC
Lewiston, Idaho

Present:

Jerry Beck, CSI	Rita Morris, LCSC
DeVere Burton, SDVE	Brian Pitcher, UI
Jerry Gee, NIC	Luke Robins, EITC
Alan Brinton, BSU	Robin Dodson, OSBE
Jonathan Lawson, ISU	Randi McDermott, OSBE

1.   Minutes

a. March 18, 1999 Joint Meeting of CAAP and Chief Fiscal Officers

ACTION: It was agreed by consensus to approve the minutes as written.

b. March 30, 1999 CAAP Meeting

ACTION: It was agreed by consensus to approve the minutes as written.

2.   New Programs

a. Engineering Structures and Mechanics, ISU
It was reported that the Statewide Engineering Education Advisory Committee met and endorsed the proposal for this program.

ACTION: It was agreed by consensus to recommend to the AAPC and the State Board of Education approval of this request from ISU.

b. Idaho Dental Residency Program, ISU

ACTION: It was agreed by consensus to recommend to the AAPC and the State Board of Education approval of this request from ISU.

c. Ph.D., Geophysics Peer Review, BSU
It was reported that no information on the peer review has been received to date.

3. English Chair Recommendations
A letter containing recommendations from the English Chairs was discussed. There was some concern over the recommendation to not allow students to bypass English 102 using standardized test scores since other states allow it.

ACTION: It was agreed by consensus to recommend to the AAPC and the State Board of Education to accept recommendations 1-4. The Council will determine national trends before acting on other items addressed by the English Chairs.

It was also recommended that staff create a table showing common English placement scores agreed upon by Idaho institutions using various indicators/assessments.

4. **New Horizons Computer Learning**: Transferability of Advanced Systems Certification Courses

   ACTION: It was agreed by consensus that transferability of courses from industry should remain student driven, meaning that any student can take their certification to any public institution and have it evaluated for transferability.

5. **Capacity Definition**
   Robin Dodson reminded the Council that the Board assigned to AAPC the task of defining capacity. Board staff distributed a draft definition for discussion.

   A discussion ensued on the different ways to define capacity and practical uses of the definition.

   ACTION: It was agreed by consensus that staff would continue to work on a capacity definition, dividing it into the following three categories: space, instructional, and quality.

6. **Final Readings**
   a. Section III, Subsection G: Program Approval and Discontinuance

      There were no changes identified since the first reading.

   b. Section III, Subsection M: Accreditation

      There were not changes identified since the first reading.

   c. Section III, Subsection S: Developmental Education

      ACTION: It was agreed to strikeout the phrase, "from the general education appropriation" from Item 4.f.

7. **Washington – Idaho Reciprocity Agreement – Discussion and Recommendation**

   ACTION: It was agreed by consensus to recommend to the AAPC and the State Board of Education approval of the 1999-2000 Idaho – Washington Reciprocity Agreement.

8. **Academic/Technical Program Articulation – Guidelines and Progress Report**
   DeVere Burton reported on progress at each of the institutions. A discussion ensued regarding the difficulties of meeting the Board's timeframe for completion. It was decided that work towards the goal of statewide articulation would continue, with reports to the Board in November to outline what has been accomplished at each institution with the understanding that statewide articulation would most likely not yet be completed. The process will continue until it is finished.

   The importance of students knowing what will and what will not articulate was noted. It was suggested that the Board might want to mandate publishing the information related to articulation agreements in catalogues or brochures made available to students.

9. **Professional Program Review - Discussion**

   The assignments for professional program review given to the President's Council were discussed. The difficulty of completing the task by the Board's timeframe was noted, but it was decided that work could begin so that progress could be reported to the Board in September.

10. **Joint Request for Infrastructure Support for Off-Campus Shared Facilities - Discussion**

   It was decided that this should be included in each institution's individual request. It was noted that it will take time for this item to make it to the top of the list of priorities; however, it is important to begin discussing it now in order to gain support in the future.

The meeting was adjourned at 12:00 noon.

3. SUBJECT: Final Reading – Higher Education Research Council Policy Change

BACKGROUND:
At their October meeting, the Higher Education Research Council (HERC) discussed the anticipated appointment by the Governor of a Statewide Science and Technology Advisor. There was a general consensus that the four Presidents represented on HERC would discuss the importance of this appointment with the Governor and encourage it be made in the near future. It was also agreed that it would be beneficial and logical to have the Statewide Science and Technology Advisor, once appointed, as a HERC member as well. This item was approved for first reading by the Board at the October meeting.

DISCUSSION:
Current Board policy sets the HERC membership at eight [UI rep (1), ISU rep (1), BSU rep (1), LCSC (1), non-institution representatives (4)]. The Higher Education Research Council agreed by consensus to recommend the Board change the HERC Policy to add the Statewide Science and Technology Advisor (once appointed by the Governor) as a member of HERC. The policy (Section III, Subsection W, Item 4) would be revised as follows.

4. **State Research Council.**
    In order to advise the Idaho State Board of Education on the implementation of the above strategies, an Idaho Higher Education Research Council, which reports to the Board through the Academic Affairs and Program Committee, shall be appointed by the Board. The assigned responsibilities of the Higher Education Research Council will include the following:
    (1) determine and distribute to all interested parties the guidelines for submission of proposals under the competitive programs.
    (2) organize the review procedures for proposals submitted under the guidelines mandated and recommend to the Board which of these proposals should be funded.
    (3) recommend ways in which cooperative inter-institutional graduate and research programs can be encouraged, developed, and sustained.
    (4) monitor the productivity of each funded project to warrant continued funding and to provide accountability.

    The membership of this Council shall consist of representatives from each of the state's universities and the four-year college,; and representatives of the public committed to research, and the Statewide Science and Technology Advisor as appointed by the Governor. **The Council membership shall be as follows: University of Idaho - one (1); Idaho State University - one (1); Boise State University - one (1); Lewis-Clark State College - one (1); and non-institutional - four (4);** Statewide Science and Technology Advisor – one (1). **The State Board of Education shall make each appointment** appoint the four college and university representatives and the four non-institutional representatives. The Governor's Statewide Science and Technology Advisor shall serve as an ex officio member with voting privileges. **The chairman of the committee will be elected by the Council annually. Term lengths for the non-institutional members are three years.**

COMMITTEE ACTION:
It was agreed by consensus to forward the change to the Higher Education Research Council Policy (Section III.W.4) to the full Board with a recommendation to approve/disapprove/table for final reading.

BOARD ACTION:
It was moved by _____and carried to approve/disapprove/table for final reading the revision to the Board's Higher Education Research Council Policy.

4. Program Approval and Discontinuance Policy Change – First Reading

BACKGROUND:
During the past several months, Board members, institutional academic officers and board staff have discussed the need to modify the Board's Program Approval and Discontinuance Policy. The intent is to decrease the amount of time it takes to have a program request approved which would allow the institutions to be more responsive to the needs of students and the state. However, the Executive Director was somewhat uncomfortable about expanding his authority to approve program requests without taking them to the Board. Consequently at the October 1999 meeting, Board members instructed the Board's Chief Academic Officer to modify the Board's policy to reflect their desire to delegate authority to the Chief Academic Officer to approve minors and certificates.

In addition the Board's policy currently states that those program changes with a fiscal impact of $150,000 or more will require Board approval. However, the AAPC's operating procedures manual indicates that program changes of $150,000 or more <u>per year</u> will require board consideration and action. Thus the inconsistency between the two policies will need to be addressed.

DISCUSSION:
As a consequence of the above, staff has drafted changes to the Board's Program Approval and Discontinuance Policy. Those changes include the delegation of authority to the Chief Academic Officer to approve or deny program requests consistent with Board policy and the program approval procedures of the AAPC, as well as to change the fiscal impact statement from $150,000 to $150,000 <u>per year</u>, which is consistent with the AAPC Program approval policy manual. Both academic and vocational programs and certificates are affected by the proposed changes.

RECOMMENDATION:
The CAAP has reviewed the Board's policy for program approval and recommends to AAPC that they accept those policy changes as outlined in Item 4.

COMMITTEE ACTION:
It was agreed by consensus to forward the changes to the Program Approval and Discontinuance Policy (Section III. Subsection G) to the full Board with a recommendation to approve/disapprove/table for first reading.

BOARD ACTION:
It was moved by _____ and carried to approve/disapprove/table for first reading the revision to the Board's Program Approval and Discontinuance Policy.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III   POSTSECONDARY AFFAIRS
SUBSECTION: G   Program Approval and Discontinuance

Item 4
First Reading Nov. 1999
Approved June 1999
Published April 1994

3.   Programs, Units, and Titles.

~~Executive Director~~ Chief Academic Officer approval is required 30 days prior to the implementation, ~~of any~~ discontinuance, expansion or change in title in any of the programs and units identified in 3a - b below including off-campus programming in cooperation with another institution, business, agency or industry. The creation of any new program outlined in 3.b may require full board approval, and any other request in 3a or 3b having a financial impact of $150,000 or more per year will require Board approval prior to implementation. The ~~executive director~~ chief academic officer may refer any of the above requests to the Board or its designated Committees for review and action.

Those program, unit and title changes approved by the ~~Executive Director~~ Chief Academic Officer shall be reported quarterly to the Board.

a.   Academic or Vocational Units.

(1)   Departments

(2)   Institutes

(3)   Offices

(4)   Centers

(5)   Divisions

(6)   Schools

(7)   Colleges

(8)   Campuses

(9)   Branch Campuses

(10)   Administrative units of research or public service

b.   Credit Bearing Instructional Programs.

(1)   Majors; ~~however~~, minors, emphases and options do not require Board approval unless the fiscal impact is greater than $150,000 <u>per year</u>.

(2)   Certificates <u>(academic and vocational)</u>

(3)   Degrees (Associates, Baccalaureate, Masters, Doctorate)

4.   Approval Procedures.

General guidelines for review and approval of programs and program components will be set forth in an Academic Affairs and Program procedures manual.

Subsequent to institutional review and consistent with institutional policies, procedures, and schedules, requests for the addition of any new programs above will be submitted by the institution as a Notice of Intent to the Academic Affairs and Program Committee<u>. The Chief Academic Officer shall approve or deny the request or shall, consistent with this subsection, forward it to the Academic Affairs and Program Committee</u> for review and recommendation prior to submission to the Board. If the Academic Affairs and Program Committee recommends approval, a full proposal may be requested and must be distributed in the required time prior to review by the Academic Affairs and Program Committee. Those proposals approved by the Board that require new state appropriations will be included in the annual budget request of the institution and the Board.

~~Executive director~~ <u>Chief Academic Officer</u> approval for the discontinuance, expansion, or change in title of any of the programs, program components or units which do not require Board approval will be obtained by the agency giving 30 days notice to the ~~executive director~~ <u>chief academic officer</u> prior to the effective date of such discontinuance, expansion, or change of title.

5.   Courses.

The addition, discontinuance, or change in title or description of individual courses must receive prior review by the ~~executive director~~ <u>chief academic officer</u>. The ~~executive director~~ <u>chief academic officer</u> may choose to notify the Board of significant course additions which raise programmatic considerations or consequences.

5. Admission Standards Policy Change – First Reading

BACKGROUND:
Following the charge from both AAPC and the full board, the Council on Academic Affairs and Programs (CAAP) has been working with the English chairs of the postsecondary institutions on the issues of remedial English, standardized placement scores and common course numbers for general education English courses. At the September 1999 meeting, the Board approved the recommendation of CAAP on the English composition courses.

DISCUSSION:
As a consequence, staff added those approved changes to the Board's Admission Standards Policy to reflect Board action. The placement of these changes into Board policy will allow for statewide implementation in a consistent manner among the institutions.

In addition, the policy was also modified to add Applied Math III to the Math area since many Idaho high schools' Applied Math III courses have been approved for admission to Idaho colleges and universities.

RECOMMENDATION:
The CAAP concurs with the need to outline those English placement scores in the State Board of Education's Admission Standards Policy.

COMMITTEE ACTION:
It was agreed by consensus to forward the change to the Admission Standards Policy (Section III. Subsection Q), Item 5 to the full Board with a recommendation to approve/disapprove/table for first reading.

BOARD ACTION:
It was moved by _____and carried to approve/disapprove/table for first reading the revision to the Board's Admission Standards Policy as outlined in Item 5.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III   POSTSECONDARY AFFAIRS
SUBSECTION: Q Admission Standards

Item 5
First Reading Nov. 1999
Revised October 1998
Published April 1994

4. Academic College and University Regular Admission.

A degree-seeking student with fewer than fourteen (14) credits of postsecondary work must complete each of the minimum requirements listed below. (International students and those seeking postsecondary vocational- technical studies are exempt.)

a. Submit scores received on the ACT (American College Test) or SAT (Scholastic Aptitude Test) and/or other standardized diagnostic tests as determined by the institution. These scores will be required of applicants graduating from high school in 1989 or later. Exceptions include applicants who have reached the age of 21. These applicants are subject to each institution's testing requirements.

b. Graduate from an accredited high school and complete the courses below with a 2.00 grade point average. Applicants who graduate from high school in 1989 or later will be subject to the admission standards at the time of their graduation.

Subject Area	Minimum Requirement	Select from These Subject Areas
English	8 credits	Composition, Literature Placement scores for English Composition courses have been adopted by the State Board of Education. **ACT/ACT COMPASS** scores of 18 or below will place a student in English 90; a score between 18 – 24 will place a student in English 101 and; an ACT/COMPASS score between 25 – 27 results in credit for English 101 and placement into English 102. A student who scores 28 or better on the ACT or COMPASS equivalent will receive credit for English 102. A student who scores 3 or better on the **Advanced Placement** Exam will receive credit for English 101, and a score of 5 results in credit for English 102.
Math	6 credits	A minimum of six (6) credits, including Applied Math I or Algebra I; Geometry or Applied Math II or III; and Algebra II. A~~n additional two (2)~~ total of 8 credits is strongly recommended. Other courses may include Probability, Discrete Math, and Analytic Geometry, Calculus, Statistics, and Trigonometry. Four (4) of the required mathematics credits must be taken in the 10th, 11th, and 12th grade. Courses not identified by traditional tiles, i.e., Algebra I or Geometry, may be used as long as they contain all of the critical components (higher math functions) prescribed by the State Department of Education "Secondary Mathematics Framework."

6. New Programs – Idaho State University

a. Full Proposal: Computer Information Systems

BACKGROUND:
Currently, the College of Business, Idaho State University, offers undergraduate degrees in Computer Information Systems (CIS) and Computer Science (CS). The program has been nationally recognized for its efforts in information security and privacy, group decision support, and computer training. The university is keenly aware of the need to provide advanced degrees for those graduates in CIS and Information Technology (IT) who desire additional education and/or career opportunities. In addition, the demand and support for a master level degree in this discipline has increased.

DISCUSSION:
The proposed master's degree is focused on meeting both the needs of the students and the business community. The new degree will be a component of the fully accredited programs by the American Assembly of Collegiate Schools of Business (AACSB). Further, as soon as the Computer Science Accreditation Board (CSAB) has established standards and procedures for CIS programs, ISU will seek accreditation to ensure quality.

Students of this proposed graduate degree must hold a baccalaureate degree from an accredited institution and submit either Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores. Foreign students must also submit a Test of English as Foreign Language (TOEFL) score. Initial student enrollment will be 15 and increasing to 165 annually when the program is fully implemented.

The curriculum has been designed to train graduates for advanced professional careers in the computer fields. Several new courses have been developed which will be interfaced with existing coursework at Pocatello and Idaho Falls. The CIS department currently has (6) FTEs and will require an additional five (5) as the programs move toward CSAB accreditation. Additional capital and operational resources will be required as the new program becomes fully implemented.

The University of Idaho and Boise State University both offer related programs; however, ISU's proposed program is focused on the business and economic environment of Southeast Idaho. Total costs to support the Masters of Science, CIS are $380,000 (FY99), $440,000 (FY00), $677,000 (FY01), and $679,000 (FY02). All funds will come from reallocation.

RECOMMENDATION:
The CAAP recommended at their November 9, 1999 meeting, that AAPC approve this request from ISU.

COMMITTEE ACTION:
To agree by consensus to forward the recommendation of the CAAP on the Master of Science, CIS at ISU to the full Board for its consideration and action with a recommendation to approve/disapprove/table.

BOARD ACTION:
It was moved by_____and carried to approve/disapprove/table the new Master of Science, Computer Information Systems degree at Idaho State University.

6. New Programs – Idaho State University

b. Full Proposal: Reinstatement of ROTC Program

BACKGROUND:
The current State Board of Education Program Approval and Discontinuance Policy states that program "requests having a financial impact of $150,000 or more will require Board approval prior to implementation." However, the SBOE also directs the AAPC to set forth general guidelines and approval procedures in an operating procedures manual. The AAPC procedures manual indicates that program requests having a financial impact of $150,000 or more *per year* will require Board approval. The issue at hand is the conflicting language in the two policy manuals. Changes to the Program Approval and Discontinuance Policy have been drafted for Board consideration and action and are discussed and exhibited in Item 4, page 14.

DISCUSSION:
In the meantime, ISU's request to reinstate its Reserve Officer's Training (ROTC) program will require Board approval because its cost over three years exceeds $150,000 ($63,000 in FY00; $53,000 in FY01; and $53,000 in FY02). ISU intends to deliver the program in cooperation with the Army ROTC program at Boise State University, Ricks College and the Idaho National Guard. The program will provide students with the opportunity to become commissioned officers in the United States Army, Army Reserve, and the Army National Guard. The first two years of the program will be available to all students and the upper division classes are open to students who meet the eligibility criteria. The ROTC program is designed to work in conjunction with other programs. Since it is not a major, it adds to the student's educational experience.

RECOMMENDATION:
Staff recommends approval of Idaho State University's request to reinstate its Reserve Officer's Training (ROTC) program.

COMMITTEE ACTION:
To agree by consensus to forward the request to reinstate the Reserve Officer's Training (ROTC) program at ISU to the full Board for its consideration and action with a recommendation to approve/disapprove/table.

BOARD ACTION:
It was moved by_____and carried to approve/disapprove/table the reinstatement of the Reserve Officer's Training (ROTC) program at Idaho State University.

7. Idaho Technology Incentive Grant Program

BACKGROUND:
The Idaho Technology Incentive Grant (ITIG) program was created in 1997, and has since funded 34 projects at a total of over $7 million. The Board has again requested $1.6 million from the Legislature for FY 2001 for this program, and it is anticipated that amount will be appropriated.

Currently, projects submitted to the ITIG undergo an external peer review. Reviewers with expertise in the area of distance education and learning are chosen before projects are submitted, and are asked to review five to ten proposals. Those scoring in the top fifty percent of projects are then forwarded to a panel of five reviewers who review and rank all of them. This panel has been comprised of virtually the same five individuals since this process was first implemented. The evaluation process is completed by a conference call of these five individuals, who then recommend funding options and amounts for each project. The panel's recommendation is then taken to the Board for final approval.

DISCUSSION:
Inquiries from Board members and others indicate it is time to review the program as it currently exists and to implement measures to ensure the goals as established by the Board are being addressed, that projects are fully accountable to the Board, and that campuses are benefiting in the long term by the funded projects.

The Council on Academic Affairs and Programs will be considering this item at their November 9th meeting and will bring recommendations to the November meeting of the Board.

COMMITTEE ACTION:
Discuss the recommendations forwarded by CAAP and instruct staff to implement the acceptable recommendations.

BOARD ACTION:
None at this time; information only.

8. Northwest Association of Schools & Colleges: Reporting of Substantive Changes

BACKGROUND:
With State Board of Education approval and encouragement the postsecondary institutions have been collaborating in the development of higher education centers at various off-campus sites. These efforts have provided students with access to courses and programs previously only available at the main campuses. Examples of such efforts include the Higher Education Center in Idaho Falls, NICHE in Coeur d'Alene/Post Falls, joint efforts between CSI, BSU, ISU and UI in Twin Falls, and planned centers in the Treasure Valley.

DISCUSSION:
Idaho's regional accreditation agency, the Commission on Colleges, Northwest Association of Schools and Colleges (NASC) in the standards and policy manual specifically address the establishment of branch campuses. The Commission defines a branch campus as "a location that is geographically apart in independent of the main campus and (1) is permanent in nature; (2) offers at least 50% of the courses of an educational program leading to a degree, certificate, or other educational credential; (3) has its own faculty and administrative organization; and has its own budgetary and hiring authority". It is our understanding that the SBOE's higher education centers would be defined as "branch campuses" by the Commission and thus would require approval by the Commission as a "major substantive change". That approval would also include a Commission site visit within six (6) months of the implementation of such a center. As of this date, neither the State Board of Education nor its institutions have sought NASC Commission on Colleges approval.

RECOMMENDATION:
Instruct CAAP to study this issue and contact NASC to determine the options available to meet the Commission on Colleges requirement for the branch campus standard, with a report to the Board at the January 2000 meeting.

COMMITTEE ACTION:
As indicated above.

BOARD ACTION:
None at this time; information only.

9.   Idaho Virtual University Consortium

BACKGROUND:
The State Board of Education endorsed the President's concept of a "virtual university" in the spring of 1999.The Council on Academic Affairs and Programs (CAAP) was assigned the responsibility of developing, planning and implementing this concept.

DISCUSSION:
The following information was reported to the Presidents Council at its November 2, 1999 meeting.

- **Activities since last meeting:**
  1. Website development discussion underway with Micron Electronics, Inc.
  2. Receiving material from campuses
  3. Preliminary review indicates need for overview, organization, and analysis of current activities to inform Presidential decision-making for next steps

- **Recommend:**
  1. Development of implementation plan
  2. Complete an analysis of current activities with the assistance of a consulting firm (Northern Lights Inc.) and working groups including representatives from each of the campuses
  3. Complete the Website development and the Pre-Plan analysis by January 2000

- **Materials development and analysis:**
  1. Working Groups members will provide relevant material related to academic issues, financial issues, student services, technology, and a small miscellaneous category
  2. Northern Lights will provide a structured analysis of the relevant material, approximately 250 distance education activities currently underway, the value added through the design and delivery of the distance education activities, and sample cost/value modeling scenarios
  3. The project will include educational considerations related to strategic state activities such as Idanet, economic development, and K-20 education

- **January 2000 outcomes:**
  1. Report and recommendations to the Presidents for next steps
  2. Website designed, developed, and available for review
  3. Any considerations of Website design and development relevant to the Virtual Consortium and recommended next steps will be included in the report and recommendations

- **November 2, 1999 Presidential approval sought for:**
  1. This approach
  2. Consulting firm
  3. Working groups
  4. Discussion topics for working groups
  5. Proposed timeline
  6. Presidential support may be important if there are difficulties in gathering information within the project timeframe.

COMMITTEE ACTION:
None at this time.

10.   Program Review Update

BACKGROUND:
At the State Board of Education's direction, the Presidents' Council and the Council on Academic Affairs and Programs (CAAP) have been working cooperatively on the charge to review professional programs. Initially, it was planned to have an inventory analysis completed by September with a strategic plan to the Board by October 1999. As the inventory data was being reviewed it became apparent that institutional reporting of programs using the federal "Classification of Instructional Programs" mechanisms were not standardized across the system. These reporting problems resulted in an inaccurate inventory of programs. Thus, it became necessary to review and clarify the reporting of postsecondary programs at the public institutions.

DISCUSSION:
On November 9, 1999 a joint meeting of CAAP and the public postsecondary institutional research officers responsible for CIP codes and program inventory was held. The purpose of this meeting was to resolve the reporting errors and to agree on the procedure for accurate program inventory reporting. The next step will be to complete the initial inventory of program data followed by a draft strategic plan for meeting the workforce projects. A report on that November 9, 1999 meeting will be issued to the Committee.

RECOMMENDATION:
None at this time.

COMMITTEE ACTION:
None at this time.

BOARD ACTION:
None at this time.

11.   Teacher Education Report Cards – Title II

BACKGROUND:
In October 1998, Tile II of the Higher Education Act was amended to require states to publish annual report cards on its teacher education programs beginning in April 2000. The U.S. Department of Education is currently circulating the proposed federal guidelines for comment. Since February 1999, a national group, the Teacher Preparation Accountability and Evaluation Commission, has been preparing recommendations to the U.S. Department of Education on the state report card requirement. The State Higher Education Executive Officers have taken a major role in assisting states with the Higher Education Act amendments.

DISCUSSION:
Dr. Greg Fitch has assigned the State Board of Education's Chief Academic Officer to facilitate Idaho's efforts to comply with this requirement. The issue was discussed at the November 9, 1999 Council on Academic Affairs and Programs (CAAP) meeting and a report will be delivered to AAPC at its November meeting.

COMMITTEE ACTION:
None at this time.

BOARD ACTION:
None at this time; for discussion only.

12. Other

    a.   **Appointment of Science and Technology Advisor**

To date there has been no announcement from the Governor's Office with regard to the appointment of a Science and Technology Advisor.

COMMITTEE ACTION:
None at this time.

BOARD ACTION:
None at this time; for discussion only.